



VIETNAM 50th COMMEMORATION
PLANNING GROUP
City Hall Council Chambers
vietnam50@milwaukieoregon.gov

ACTION NOTES
May 21, 2015, 4:00 p.m.

Present:	Jerry Craig (Legion)	Bill Monahan (City)	Dave Aschenbrenner (CMI)
	Mike Harryman (Legion)	Willie Miller (City)	Susie Hix (Stehn's)
	Randy Hille (Legion)	Mitch Nieman (City)	Patti Jay (Vet Center)
	Mike Lueck (Legion)	Della Shanley (Upstage)	Mike Miller (CMI)
	Michelle Meneffee (Legion)	Scott Stauffer (City)	Chuck Shannon (NCSD)
	Dick Messmer (Legion)	Jason Wachs (City)	
	Reni Nowling (Patriot Riders)	Grady Wheeler (City)	
	Robert Ryan (Legion)		

1. CALL TO ORDER: Mr. Lueck called the meeting to order at 4:05 p.m.

2. The Moving Wall Event

Parade

Mr. Nieman introduced Della Shanley, Event Coordinator with Upstage Events, and explained that that Ms. Shanley would be administering the parade. He noted that Ms. Shanley and City staff would work with Mr. Craig to identify and coordinate the parade participants and parade order.

The group discussed what groups should be allowed to participate in the parade. **It was the group consensus that all groups – military, veteran, or community – should be allowed to participate in the parade as long as community groups have a theme that is related to the parade theme of “Honoring Military Service and Sacrifice.”**

Mr. Craig noted the need to recruit flatbed trucks to carry veterans and parade participants who are unable to walk the parade route.

Grand Marshal

The group discussed possible Grand Marshal Candidates and identified the widow of a Milwaukie High School alum Missing-In-Action in Vietnam Judy Smith Huddleston, retired Oregon National Guard Adjutant General Fred Rees, and decorated military aviator Larry Diebert, as candidates. Mr. Stauffer, Mr. Nieman, and Mr. Craig will work to reach out to these candidates.

Mr. Ryan noted he could find out if there are Vietnam-era Medal of Honor winners living in Oregon.

Volunteers

Mr. Nieman provided a brief update on volunteer recruitment for the parade, and **Ms. Nowling** suggested that the Lions Club could provide volunteers for the event.

Community Outreach/Special Event Permit Update

Mr. Wachs reported that a letter to the residents around Milwaukie High School (MHS) had been sent in April and that a follow-up letter would be sent 30 days before the event, in June. He noted that he was collecting information for the Special Event Permit which would be submitted for review by the City and Fire District.

Mr. Stauffer confirmed that the appropriate Facilities Use Applications had been submitted to the North Clackamas School District (NCSD) and that the insurance requirements would be taken care of in July.

Mr. Wachs noted the need to identify and finalize the event parking options and he noted that the 30 day notice letter to MHS neighbors would note the expected noise, parking issues, and use of firearms.

Pamplin Media Insert Update

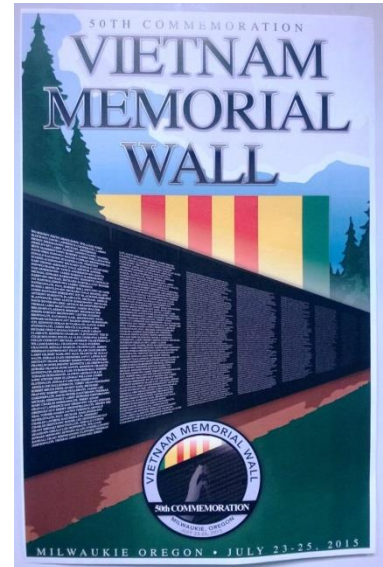
Mr. Wheeler reported that he would be meeting with Pamplin Media on June 4, 2015, and that content for the insert and daily program should be done and submitted by July 3, 2015. He noted that the insert would include parade and parking information, the daily event schedule, and Vietnam veteran profiles.

Finalize Poster

The group reviewed the final two poster designs and expressed support for the version that featured the Vietnam era service ribbon behind the Wall (see image at right).

Street Banner Pricing – McLoughlin

Mr. Nieman said he would research pricing and deadlines for installing on light posts along McLoughlin Boulevard. He noted he would communicate what he finds out via email to ensure that any banners ordered could be posted in time to be out during the event.



Promotional Items Ordered

Mr. Nieman shared t-shirt design proposals and solicited input from the group.

It was the group consensus to order the smaller logo on the gray retail shirt and the red staff shirt, and use the logo featuring the three logos on the left breast for the green command staff shirt. See attached handout for design proposals.

The group also discussed the quantity of retail shirts to order and recommended at least 50 in each size. It was noted that shirts would be on-hand for distribution by the July 16, 2015, Volunteer Meeting.

Mr. Craig encouraged all participants on the committee to complete a Volunteer Form.

Mr. Nieman noted that the local vendor, who is a Vietnam veteran, could not reproduce the t-shirts during the event should supplies run out, but that additional orders could be made with delivery of the shirts after the event. He noted the vendor could produce more shirts within 7 business days.

The group agreed that Mr. Nieman would lead a sub-committee of interested persons to figure out the number of retail shirts to order.

Daily Schedule

Mr. Stauffer reported that the speaker list would now focus on City and County level participants as all invited State and Federal level speakers had declined.

The group noted that the Cameron Smith, the Director of the Oregon Department of Veterans Affairs, would be a good speaker to invite too.

Readers of Local Vietnam Casualties List

Mr. Stauffer reported that readers of each of the six casualty lists need to be found, and **Mr. Nieman** noted that members of the City Council were being asked to participate in reading these lists.

Wall Names Directory Received

Mr. Stauffer reported that The Moving Wall (TMW) group had sent two copies of the official Vietnam Memorial Wall name listing directory, which matches the names on TMW. He confirmed that there would be no CD with the names listed, but he added that The Virtual Wall online (<http://www.virtualwall.org/>) has the same listing as on the official Vietnam Memorial Wall and TMW and as long as the NCSD computers have internet access they can be used to help locate names on TMW. **Mr. Shannon** confirmed that the NCSD computers will have internet access.

Mr. Stauffer also reported that TMW will be coming from Long Beach, California, and will be heading to Dexter, Missouri, after its stop in Milwaukie.

Wall Platform/MHS Site Updates

Mr. Shannon reported that the NCSD has no cones available for use during the vent, and **Mr. Lueck** suggested that Willie Miller, the City's Facilities Coordinator, reach out to the City of Tigard through the co-op system to borrow parking cones if needed. **Mr. Stauffer** was asked to see if the City had any construction candlesticks in addition to parking cones.

The group discussed the differences between vendors and service organizations and agreed that vendors sell products where service organizations provide a service particularly for veterans.

Budget: Expense Obligations and Accounting

Mr. Nieman asked that the City and Legion use the same spreadsheet to pay invoices.

Gold Carts and Port-a-Potties

Mr. Craig reported the quotes received from the vendors selected to provide golf cart and port-a-potty services; he also noted pick-up times and dates.

Donors to be listed in Publications

Mr. Craig discussed the need to identify in-kind donations so those donors are recognized.

The group agreed that the donor levels identified in the update letter will be used to categorize donors in all brochures and publications.

Daily Schedule

The group discussed the main event on Saturday July 25, 2015, and it was noted that Mr. Harryman would act as the Master of Ceremonies, and that the Director of the Oregon Department of Veterans Affairs Cameron Smith, the retired Oregon National Guard Adjutant General Fred Rees, a member of the Clackamas Board of County Commissioners, and the Mayor of Milwaukie would also be invited to speak.

Parking

The group discussed the location of parking lots to be used on Friday and Saturday and the number of spaces available at each location. Shuttle bus service between the MHS site and the parking lots were also discussed.

Vendors

The group reviewed TMW contract requirement that there be no sales near TMW and noted that enforcement of this requirement will be handled by Command Staff. It was also noted that the City would be responsible for any Business License registration processes for vendors.

Volunteer Recruitment

Mr. Lueck and **Mr. Craig** provided a report on the first volunteer meeting scheduled to be held after the Vietnam Wall Planning Committee meeting at American Legion Post 180.

The group discussed the possible participation of the MHS Booster Club, who may run the concession stand under the grandstand at MHS on Saturday July 25. It was noted that Post 180 would also be providing food for volunteers that would be available in the volunteer area at MHS.

3. Other Commemorative Events

Flag Day Event (Sunday 6/14/15) at City Hall

Mr. Craig discussed a plan to practice the Flag Day ceremony on June 9, 2015, at City Hall.

The group discussed the possibility of securing and using a public announcement system.

Next Meeting: **Thursday 6/11/2015 at 4 p.m. at American Legion Post 180**

FOLLOW-UP ITEMS:

- Scott Stauffer: contact Judy Smith Huddleston regarding being the parade Grand Marshal, and work with Mr. Nieman and Mr. Craig on other candidates if she declines.
- Scott Stauffer/Legion: invite Cameron Smith to speak on Saturday.
- Scott Stauffer: see if City has construction candlesticks available.